

**Report Date:** 26 Feb 2015

**Summary Report for Individual Task  
805K-79R-4007  
Conduct In Progress Review  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Knox/SSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are conducting recruiting operations and have access to; Leader Zone, GAMAT, USAREC Manual 3-06, and the Recruiting Centers ROP.

**Standard:** Conduct IPR IAW USAREC Manual 3-06, Appendix A. para A-21 thru A-35; Monitor and direct recruiting operations; evaluate unit performance and redirect operations as needed.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## **Performance Steps**

### **1. Prepare for the IPR.**

a. Establish a time and place for the IPR.

b. Use Leader Zone, Graphical Accessions Mapping Analysis Tool (GAMAT), and available resources to review data affecting the team's operation plan.

(1) Appointment manager.

(2) Military Entrance Processing Station (MEPS) processing list (on floor today).

(3) Applicant Processing List (APL) (operational analysis).

(4) Tested not enlisted (TNE) report (Production Planner).

(5) Recruiter Zone calendar.

(6) Current USAREC Messages and command guidance.

(7) Sync Matrix.

(8) Advanced lead refinement list (ALRL).

(9) Future Soldier Roster.

c. Analyze recruiting functions relevant to current mission posture.

### **2. Initiate IPR.**

a. Determine any personnel issues affecting the team/mission on the following:

(1) Professional.

(2) Personal.

b. Direct prospecting.

(1) Review plan from yesterday.

(2) Discuss appointments made.

(3) Discuss appointments conducted.

(4) Discuss goals vs. achievements (choke points).

c. Identify applicants for processing/ follow-ups.

(1) Projections (determine issues/ hot seat).

(2) Testers (Tested Not Enlisted (TNE)).

(3) Qualified Not Enlisted (QNE)/Physical Not Enlist (PNE).

(4) Waivers.

d. Review Future Soldiers for changes in ship potential status.

e. Review Center ROP for future activities.

f. Review center ROP on the following:

(1) Prospecting.

(2) Interviewing and counseling.

(3) Processing applicants.

(4) Maintaining Future Soldiers.

g. Direct follow up guidance.

h. Determine any special requests/needs.

3. Close the Session.

a. Review guidance.

b. Approve plans in Leader Zone (LZ).

c. End on a positive note.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide: If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared for the IPR.			
a. Established a time and place for the IPR.			
b. Used Leader Zone, Graphical Accessions Mapping Analysis Tool (GAMAT), and available resources to review data affecting the team's operation plan.			
(1) Appointment manager.			
(2) Military Entrance Processing Station (MEPS) processing list (on floor today).			
(3) Applicant Processing List (APL) (operational analysis).			
(4) Future Soldier roster.			
(5) Tested not enlisted (TNE) report (Production Planner).			
(6) Recruiter Zone calendar.			
(7) Current USAREC Messages and command guidance.			
(8) Sync Matrix.			
(9) Advanced lead refinement list (ALRL).			
c. Analyzed recruiting functions relevant to current mission posture.			
d. Determined course of action based on findings.			
2. Initiated IPR.			
a. Determined any personnel issues affecting the teams/mission on the following:			
(1) Professional.			
(2) Personal.			
b. Directed prospecting.			
(1) Detail plan from yesterday.			
(2) Discuss appointments made.			
(3) Discuss appointments conducted.			
(4) Requirements vs. achievements (choke points).			
c. Identified applicants with RSTs.			
(1) Projections (determine issues/ hot seat).			
(2) Testers (Tested Not Enlisted (TNE).			
(3) Qualified Not Enlisted (QNE)/Physical Not Enlist (PNE).			
(4) Waivers.			
d. Reviewed Future Soldiers for changes in ship potential status.			
e. Reviewed recruiter's ROP for future activities.			
f. Reviewed center ROPs on the following:			
(1) Prospecting.			
(2) Interviewing and counseling.			
(3) Processing applicants.			
(4) Maintaining Future Soldiers.			
g. Directed follow up guidance.			
h. Determined any special requests/needs.			
3. Closed the Session.			
a. Reviewed guidance.			
b. Approved plan in Leader Zone (LZ).			
c. Ended on a positive note.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADRP 6-22 (Change 1, 10 Sep 2012)	Army Leadership	Yes	No
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	No
	USAREC MANUAL 3-02	Recruiting Company and Station Operations	Yes	No
	USAREC Manual 3-06	Recruiting Center Operations	Yes	Yes

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None